



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,  
JULY 16, 2013 HAS BEEN CANCELLED

**MINUTES / ACTIONS**

**AGENDA**

**STATE CIVIL SERVICE COMMISSION**

**GENERAL BUSINESS MEETING**

**WEDNESDAY, JULY 17, 2013**

**9:00 A.M.**

SHANNON S. TEMPLET  
DIRECTOR

---

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET,  
BATON ROUGE, LOUISIANA)

---

- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:10 A.M. ON WEDNESDAY, JULY 17, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, KENNETH POLITE, D. SCOTT HUGHES AND SIDNEY TOBIAS. COMMISSIONER C. PETE FREMIN WAS ABSENT.**

- Opportunity for Public Comment (No Attachment)

---

**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:**

---

- 1) Request of the Jefferson Parish Human Services Authority to address the Commission regarding the outsourcing of pharmacy services. **Commission Action Required.** (Ms. Alicia English Rhoden, Executive Director, Dr. Thomas Hauth, Medical Director, and Ms. Gay LeBlanc, Director of Programs to sign in at door upon arrival.) **AFTER PRESENTATION FROM JEFFERSON PARISH HUMAN SERVICES AUTHORITY; THE COMMISSION APPROVED THE PROPOSED CONTRACT TO OUTSOURCE PHARMACY SERVICES.**
- 2) Request of the Louisiana Department of Insurance to exempt from the classified service, one (1) Deputy Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, to be effective August 1, 2013. **State Civil Service recommends approval effective August 1, 2013 to July 31, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST WITH AMENDED EFFECTIVE DATES OF AUGUST 1, 2013 TO JANUARY 11, 2016.** (Position number and resume for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov) . Please use **CSC071713#2** as the reference when transmitting this information.
- 3) Consideration of the following requests to establish and/or amend Premium Pay policies, in accordance with State Civil Service Rule 6.16(a): **State Civil Service recommends approval of each request below.** (Representative from each agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED EACH REQUEST SHOWN BELOW.**
  - a. Louisiana Schools for the Deaf and Visually Impaired – amend policy for the retention of nursing employees, effective July 17, 2013.
  - b. Louisiana Schools for the Deaf and Visually Impaired – amend policy for employees with a Sign Language Proficiency Interview rating, effective July 17, 2013.
- 4) Request of the Department of Public Safety and Corrections – Corrections Services to extend a recurring, bi-weekly Optional Pay adjustment in the amount of \$452.08 for Steve Rader,

Corrections Warden 4, for additional duties, in accordance with State Civil Service Rule 6.16.2, to be effective June 28, 2013 through June 27, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 5) Request of the State Licensing Board for Contractors to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 17, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Consideration of the Minutes of the Commission Meeting held on June 5, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Consideration of the Minutes of the Commission Meeting held on June 10, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 8) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Department of Education
  - Louisiana Housing Corporation
  - Southeastern Louisiana University(Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

---

**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, JULY 17, 2013**

---

*(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)*

---

- 9) Request of the Louisiana Special Education Center to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 17, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Department of Public Safety and Corrections, Public Safety Services to establish a Dual Career Ladder policy for Environmental Scientist, Coastal Resources Scientist, and IT Geographic Technical Specialist positions, in accordance with State Civil Service Rule 5.9, effective July 17, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

**ADD TO AGENDA:**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADDED A REQUEST OF THE DEPARTMENT OF REVENUE TO THE AGENDA FOR CONSIDERATION.**

- 11) Request of Department of Revenue for an exception to State Civil Service Rule 14.1(p), to allow a classified employee currently serving as statutory appointing authority in the Department to be

eligible for promotion to a classified position. (Secretary Tim Barfield and Personnel Technician Dee Everett present to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

---

- Director's Report
- 

- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
- 

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:52 A.M. ON WEDNESDAY, JULY 17, 2013.**

**RESPECTFULLY SUBMITTED,**

---

**SHANNON S. TEMPLET, DIRECTOR**

---

**DAVID DUPLANTIER, CHAIRMAN**